

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

The Consolidated Public Works Board held a special meeting on Thursday, August 27, 2026, at 9:00 a.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM indicates GoToMeeting participation):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Absent
Board Member	Rob Zuliani	Present
Board Member	Jack Reger	Present
Board Member	Mark Waldo	Present
Board Member	Nancy Shobe	Present
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Absent
Director of Public Works	Ethan Crosten	Absent
City Engineer	Jay Hollen	Absent
Street Superintendent	Bradley Hawkins	Present
Assistant Street Superintendent	Andrew Loudin	Absent
Office Manager	Barb Hinkle	Absent
Media		
My Buckhannon		Present - GTM

Guests: Macie Queen, Moon Flower; Amanda Hayes, Downtown Decorating Committee; Cadence Ringer, Upshur County CVB

*City of Buckhannon Consolidated Public Works Board
9:00 a.m., Thursday, August 27, 2026
Council Chambers / 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. Public Comment – Motion to Open & Close Requested
5. Recognition of Guests
 - a. Seasonal Downtown Decoration Committee
 - i. Approve Main Street Fall Scarecrow Decorating Contest
 - ii. Approve “A Hometown Christmas Festival” at Jawbone Park on December 12, 2026
 - b. Macie Queen, Moon Flower
 - i. Event Request Moon Flower Harvest Party-Section of Main Street Closure on October 17, 2026 from 11am-6pm
6. Business Discussions
 - a. Event Request-2026 BUHS Homecoming Parade
 - b. Event Request- Annual Menorah Lighting at Jawbone Park
7. Report of Events, Correspondence, and Information
 - a. Reopening of Jawbone Park & North Buckhannon Riverfront Park in Time for Labor Day Weekend
 - b. Trunk-or-Treat at the Public Safety Complex Parking Lot 10/26/2026 6:30pm-8:30pm
 - c. Trick-or-Treat in the City Limits 10/31/2026 6:00pm-7:30pm
8. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on August 21, 2026. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/376934309>, or by phone at +1 (872) 240-3212, access code: 376-934-309.*

- 1. Call to Order:** The meeting was called to order by Mayor Robbie Skinner.
- 2. Moment of Silent Reflection—**Mayor Skinner invited those present to pause for a moment of silent reflection.

3. **Pledge of Allegiance** — Mayor Skinner led the Pledge of Allegiance.
4. **Public Comment—Motion to Open & Close Requested** – No action was necessary.
5. **Recognition of Guests and Requests** – Mayor Skinner recognized the following, and, without objection, the agenda items they wished to discuss were brought to the table.

b. **Macie Queen, Moon Flower**

i. **Event Request Moon Flower Harvest Party-Section of Main Street Closure on October 17, 2026 from 11am-6pm** – Macie Queen presented the request for the Fourth Annual Moon Flower Fall Festival scheduled for Saturday, October 17, 2026. Key details included: Use of Travis Foster’s lot across from her storefront; request to close Main Street from City Hall to the Spring Street intersection, consistent with the past two festivals; food trucks, live music, vendors, and children’s activities; Noted was the WVDOT Road Closure application had been submitted and was pending approval and the necessary insurance had been provided.

Waldo/Zuliani moved to approve the Moon Flower Harvest Party event request as presented. The motion carried.

a. **Seasonal Downtown Decoration Committee** - Amanda Hayes and Mayor Skinner presented two seasonal items on behalf of the committee:

i. **Approve Main Street Fall Scarecrow Decorating Contest** – The Committee requested approval to continue the annual scarecrow contest. Last year, 35 participants entered, and decorations expanded along Main Street. Updated guidelines prohibit attaching scarecrows to light poles or fixtures, as they realized people were attaching the scarecrows to poles or light fixtures, so they put in the rules to not do that.”

ii. **Approve “A Hometown Christmas Festival” at Jawbone Park on December 12, 2026** – Mayor Skinner explained that the Committee proposed a one-day Christmas festival on Saturday, December 12, 2026, featuring: Vendors along the covered promenade; stage music; Hot chocolate and holiday lighting; and a potential additional attraction Mayor Skinner is working on, pending confirmation.

Shobe/Zuliani move to approve both the Main Street Fall Scarecrow Decorating Contest and A Hometown Christmas Festival as presented. The motion carried.
- Downtown Decoration Committee presents
- 2026
Pumpkin
Scarecrow
Contest

Guidelines

1. The organization, business or individuals are responsible for all materials used in decoration.

2. You must secure scarecrow properly to not damage lamp posts. DO NOT ATTACH SCARECROW TO BANNER HOLDERS.

3. Plastic or real pumpkin may be used for pumpkin face.

4. Scarecrows are to be up Oct. 5-31 and should be fully removed from the lamppost by Nov. 2. Please dispose of materials in trash cans and do not leave on sidewalk.

5. Once fully installed, snap a photo and go back to the form entry to upload a pic of your finished pumpkin scarecrow.

6. Designs should be tasteful and family-friendly.

7. Individuals, businesses or groups are welcome to participate.

SIGN UP
NOW



6. Business Discussions:

a. Event Request-2026 BUHS Homecoming Parade – Cadence Ringer of the CVB noted that due to construction on Kanawha Street, parade routing required adjustment. The school initially proposed a longer route involving Florida Street, but concerns were raised about residential parking displacement, tractor-trailer maneuverability, parade length exceeding one mile, and limited spectator density along an extended route. Mayor Skinner recommended a simplified route: Lineup at Jawbone Park; the Parade Route goes up South Spring Street and then right onto East Main Street, continues straight to College Avenue, and ends at the Performing Arts Center.

Shobe/Zuliani moved to approve the 2026 BUHS Homecoming Parade for October 14, 2026 at 6:00 p.m. following Mayor Skinner’s suggested parade route.

b. Event Request- Annual Menorah Lighting at Jawbone Park - The Board considered the request for the annual Menorah Lighting Ceremony at Jawbone Park on Sunday, December 6 at 7:00 p.m. No conflicts identified. Daya Wright will coordinate the event; City staff will place the menorah.

Waldo/Zuliani moved to approve the Annual Menorah Lighting at Jawbone Park as presented. The motion carried.

7. Board Members’ Remarks and Announcements

a. Reopening of Jawbone Park & North Buckhannon Riverfront Park in Time for Labor Day Weekend

b. Trunk-or-Treat at the Public Safety Complex Parking Lot 10/26/2026 6:30pm-8:30pm

c. Trick-or-Treat in the City Limits 10/31/2026 6:00pm-7:30pm

Board member Jack Reger raised a seasonal operations concern regarding the timing of Christmas decorations. He noted that last year, there were many comments and concerns that the Christmas decorations were not up before Thanksgiving and asked whether a date had been set for installation this year. Mr. Hawkins clarified that all parks and auxiliary streets had been decorated prior to Thanksgiving, with the exception of Main Street, which was intentionally held until after the holiday due to the fall-themed banners. Mayor Skinner added that the 2025 holiday season was unusually compressed as Thanksgiving was late; the next day was December, and once December hits, it’s like a switch is flipped. He emphasized that the City would monitor the calendar more closely this year to ensure timely installation. The Board discussed a revised approach for 2026: Complete all parks and auxiliary streets before Thanksgiving week. Use the short Thanksgiving work week (Deer Week) to focus solely on Main Street, allowing Christmas decorations to be fully installed by Thanksgiving Day. Maintain readiness for the Christmas Parade the following week, as decorations must be in place for that event. Mr. Reger clarified that his comments were not a criticism, acknowledging staff constraints and the intentional use of fall banners: “Don’t take me wrong; it was not a criticism... they wanted that for Thanksgiving, so we didn’t leave it up once Christmas decorations.” The Board agreed with the revised plan and will proceed accordingly.

8. Declaration of Adjournment

With no further business, the meeting adjourned at 9:19 a.m., with a motion by Reger.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____